

## **SUPERVISING AV-VIDEO SYSTEMS TECHNICAL ANALYST**

### **DEFINITION**

Under direction, provides day-to-day supervision of assigned staff and activities, and performs complex and specialized work in research, analysis, testing, and implementation of audio, video and Audio-Visual (AV) hardware and associated audio and video system control software; coordinates with technical staff in the Information Services and other branch divisions, interfaces with users, management, and staff at the Judicial Council, Appellate, and Trial Courts, and with consultants to ensure that goals and objectives are met; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory-level class in the AV-Video Systems Technical Analyst series. Incumbents are responsible for supervising AV-Video systems development staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Incumbents design, plan, oversee, and implement complex technical projects of statewide scope under limited supervision. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Supervises staff engaged in research, analysis, testing, integration, and implementation of AV and video hardware and associated AV/video system control software.
- Supervises staff engaged in complex collaborative project with the IS and other branch divisions to develop statewide standards, feasibility and sustainability studies, and development and implementation models for AV/Video systems in the California Courts.
- Meets and confers with managerial and executive staff to discuss specific needs.
- Collaborates with various division and IT staff to identify functional requirements, establish design plans for sites, and create and manage project implementation plans for audio, video and AV systems in judicial branch facilities.
- Resolves complex problems related to interfaces, connectivity and integration of audio, AV and video systems hardware, software and control systems with new and existing equipment,

and confers with staff of the Information Services and other branch divisions on systems integration and interface issues.

- Responds to questions and provides information/data to management, staff, outside agencies (e.g. trial courts, executive and legislative branches) and the public.
- Develops, reviews, approves, and monitors program budgets.
- Develops cost benefit analyses, concept papers, BCPs, RFPs, and contracts.
- Negotiates and manages contracts for goods and services.
- Researches current AV needs in courts statewide through surveys and by establishing working groups to determine scope of work;
- Researches, recommends, and applies new technologies appropriate to judicial branch needs; makes presentations.
- Advises judicial branch staff on system technical constraints, performance criteria, and interoperability issues.
- Develops performance testing criteria, standards and maintenance plans.
- Investigates, analyzes, and evaluates project feasibility; develops project cost and benefit estimates; estimates project resource needs for staff and consultants.
- Analyzes statewide judicial branch audio-video systems requirements and develops proposals for alternative solutions and implementation.
- Develops and oversees RFPs and contracts for design, installation, and equipment vendors, maintains project records and evaluates vendor performance.
- Works with design contractors to develop design, testing and evaluation criteria for RFP specifications.
- Resolves complex problems related to interfaces, connectivity and integration of audio video systems hardware, software and control systems with new and existing equipment.
- Works with vendors to resolve problems and evaluate new products and services.
- May oversee testing and quality control of installed audio, video and AV systems and provides data to branch division staff responsible for acceptance of contract installation work,
- Drives or otherwise travels to remote court locations to assess technical requirements and to evaluate installation work.
- Prepares comprehensive written analyses of problems and solutions.
- Coordinates the development of, contributes to, and reviews operational procedures and disaster recovery plans.
- Coordinates statewide implementation of new and upgraded audio-video systems hardware and software.
- Coordinates statewide training on audio-video systems operation.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software used in the judicial branch.

#### **WORKING CONDITIONS**

- Must be able to respond to audio-video systems emergencies.

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of program budget development, implementation, and evaluation.
- Principles of AV/video systems architecture for deployment in a variety of judicial branch environments.
- Applicable laws, codes, and regulations pertaining to human resources.
- Principles of AV & video systems design, development and implementation.
- Principles of audio and video systems integration, and broad knowledge of interrelationships between hardware, software, digital and analog signals, and control systems.
- Audio, video, AV, and control equipment and systems used in the judicial branch.
- Principles of telecommunications.
- Audio and video equipment/systems performance criteria and analysis, methods and mechanisms for testing and problem resolution.
- Repair procedures for audio, video and AV equipment and systems used in the judicial branch.
- Design and installation of audio, AV, & video equipment and cable infrastructure for judicial branch facilities.
- Principles and procedures for disaster recovery.
- Multiple types of audio, video, AV, and control equipment/systems, and cable infrastructure, their integration with IT, and the interrelationships of different equipment and systems.
- Principles of business organizations and operations.
- Audio-video systems applications used in the judicial branch and other state agencies.
- Principles and techniques of project management.
- Principles and practices of contract and RFP preparation.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

### **Ability to:**

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Conceptualize and integrate audio, video, and AV systems for a wide range of judicial branch applications.

- Design and develop local and statewide systems.
- Prepare RFPs, concept papers, BCPs, contracts, and formal business requests for various systems, products and services.
- Develop and administer multiple concurrent and complex project plans and oversee the work of multiple project managers.
- Coordinate, collaborate, and communicate with senior IT, other branch division, local facilities and contract technical staff to ensure standardization and systems integration throughout the Judicial Branch and at local sites.
- Coordinate and implement solutions to complex technical problems.
- Explain technical issues to senior management in a nontechnical manner.
- Solve complex technical problems related to interoperability of audio-video hardware, software, control systems, cable infrastructure, and telecommunications protocols within and outside the judicial branch.
- Prepare recommendations for new AV and video systems hardware and software based on functional analyses of the product and ability to integrate into the judicial branch environment.
- Analyze and review budgets and financial operations.
- Prepare effective written materials for purposes of user and system documentation.
- Maintain and apply current technical knowledge.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

May require possession of a valid California driver's license.

**Education and Experience:**

Equivalent to possession of a bachelor's degree, preferably with major course work in audio and video engineering, and three years of technical experience in the design, installation, integration, and support of audio, video, AV and AV control systems hardware, software and infrastructure, including a minimum of one year of supervisory experience. Additional relevant experience may be substituted for the education requirement on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the required experience.

OR

One year as a Senior Audio-Video Systems Technical Analyst with the judicial branch.